

# Diabetes Education Accreditation Program



Position Description: Volunteer Accreditation Auditor (VAA)

Term: Two-year term [based on anniversary date]

Purpose: To enhance the validity of the quality accreditation oversight activities by applying current DSME/T program practice level expertise. The VAAs make an important contribution by reviewing materials submitted to the AADE Diabetes Education Accreditation Program, provide input for AADE's CQI process relating to the accreditation process, and conduct site review audits.

Qualifications:

- AADE member
- Diabetes educator for at least 5 years
- Experience working in a CMS approved DSME/T program
- Be licensed in one of the three professional disciplines (RN, RD, or RPh [or equivalent])
- Experience with health care program quality review/auditing preferred

Duties:

- Participate in the accreditation reviewing, monitoring and approval process provided by AADE
  - Review materials and information related to accreditation provided by AADE accreditation staff
  - Meet deadlines by providing feedback in requested format by date specified
  - Assist in evaluation and planning process of accreditation efforts by completing end-of-the-year CQI survey
  - Conduct site review audits

Requirements:

- Submit Biographical information and signed Disclosure Statement to AADE (Disclosure Statement must be obtained annually).
- Attend an accepted accreditation training class
- Attend continuing education sessions provided